

ORIGINAL

Organization Web Address: WWW.VCC.org

Does your Organization expend \$750,000 or more a year in federal funds? Y ☒ or N ☐

Number of paid staff: 854

Number of volunteers: 178

Members/Board of Directors (Attach): 14 (See attachment)

III. PROJECT ACTIVITY

A. Name of Project: Health insurance application assistance for low-income residents

B. Specific Location of Project

(Attach Project Map - include street address; if a street address has not been assigned provide APN)

Street or APN: 30195 Fraser Drive

City: Lake Elsinore

Zip Code: 92530-7006

C. CDBG Funds Requested: \$24,471 *(total amount for the project only)*

D. Where will the proposed activity occur (be specific as to the geographic boundaries)? If the project involves a new or existing facility, what is the proposed service/benefit area for the facility?

Project activity will take place within the boundaries of the City of Lake Elsinore, with particular reference to the census tracts noted below.

E. In which City (ies)/Communities does the activity occur?

City (ies): Lake Elsinore

Community (ies): Census tracts 430.01/.05/.06, 464.02-.04

NOTE: HWS will make the final determination of the appropriate service area of all proposals.

F. If this project benefits residents of more than one community or jurisdiction, have requests been submitted to those other entitlement jurisdictions? (i.e., County district(s) 1st, 2nd, 3rd, 4th, and/or 5th, City of Palm Springs, City of Moreno Valley, City of Riverside, etc.)

The project focuses on Lake Elsinore. This question is not applicable to this project.

G. Check ONLY the applicable category your application represents.

- ☒ Public Service
- ☐ Homeless Activities
- ☐ Real Property Acquisition (Must consult with EDA prior to submitting application)
- ☐ Housing
- ☐ Rehabilitation/Preservation (please provide picture of structure)
- ☐ Public Facilities (construction)
- ☐ Infrastructure (i.e. Streets, Sewer, Sidewalk, etc.)
- ☐ Other: (provide description) _____

H. Respond to A & B only if this application is for a public service project.

(a) Is this a NEW service provided by your agency? Yes ☐ No ☒

(b) If service is not new, will the existing public service activity level be substantially increased or improved?

The outreach, education, and enrollment activities described herein are necessary, in an ongoing sense, to ensure that low-income residents acquire and maintain their health insurance coverage.

IV. PROJECT NARRATIVE

A. Provide a detailed Project Description. The description should only address or discuss the specific activities, services, or project that is to be assisted with CDBG funds. If CDBG funds will assist the entire program or activity, then provide a description of the entire program or activity:

There are 21,000+ low-income residents in the ZCTA where VCC: Lake Elsinore is located (92530). VCC patient enrollment in LE has increased from 700 in 2016 to over 6,000 in 2022. Yet there were nearly 17,000 low-income residents in the area not receiving health center services as of 2020 (federal UDS Mapper data, 2021). This project connects low-income residents to a medical and dental home. Prior LE CDBG support has allowed VCC to hire a Certified Enrollment Counselor (CEC) to screen and enroll new patients in Medi-Cal or Covered CA, and to assist with renewals. VCC's CEC may still be the only person providing these services here, and County Health Department staff refers clients to VCC for his assistance. Requested funds will support continuation of this service, which is particularly important now, with the end of COVID Medi-Cal supports, and the need for many insured by Medi-Cal to re-enroll. The CEC is supported by an Outreach Worker who promotes the CEC's services at community events and by visiting local non-profits.

- B. Provide a detailed description of the proposed use of the CDBG funds only (e.g. client scholarships, purchase of specific equipment, rent, supplies, utilities, salaries, etc.):

VCC will use the \$24,471 in City of Lake Elsinore CDBG funding requested to cover 65% of the Certified Enrollment Counselor's salary and fringe benefits. VCC will use federal funding to cover the balance of the position's salary and fringe benefits. The CEC has all of those tools (e.g. laptop computer, office supplies, access to electronic communication devices) needed to perform enrollment duties. Indirect costs, such as space rent, utilities, and communications will be covered by the same federal funding that supported VCC's development of the Lake Elsinore clinic, and which continues to provide core sustaining funding for that site.

- C. What are the goals and objectives of the project, service, or activity? How will you measure and evaluate the success of the project to meet these goals and objectives (measures should be qualitative)?

From July 1, 2022 to January 31, 2023, a total of 220 individuals from Lake Elsinore were provided application assistance and enrolled into either Medi-Cal or Covered California with CDBG funds. For the entire 2022-23 Fiscal Year, a total of 966 individuals received health insurance application assistance, of which 95% were for Medi-Cal, and 5% were for Covered California in Lake Elsinore. During the full year, 309 residents also received assistance with other applications, most of which were for CalFresh. In FY24-25, VCC: Lake Elsinore anticipates enrolling 300-400 LE residents in health insurance. Many will not meet CDBG documentation requirements. Therefore, VCC will set an objective of enrolling a minimum of 100 LE residents in a public health insurance program. This will exclude those residents who come to a VCC clinic for medical, mental health, or dental care without required application verification documents and those ineligible for Medi-Cal per income requirements.

- D. Please identify the project milestones using an Estimated Timeline for Project Implementation:

Because this is an ongoing effort, project implementation will begin immediately on July 1, 2024, and continue through June 30, 2025. The Program Manager, Rajni Lopez, will monitor enrollment outcomes on a monthly basis, with the understanding that enrollments fluctuate month to month. (VCC typically experiences above-average enrollment activity when Covered California promotes its open enrollment season, even though Medi-Cal applications are accepted year-round.) . Because enrollment inputs and outcomes are tracked online via PointCare software, VCC can run reports for the funder at any time.

V. PROJECT BENEFIT

- A. Indicate the number of people or households that will directly benefit from your proposal using CDBG funds: *Note: This is based on the expected number of clients to be served if the County funds your project for the requested amount.*

The proposed project will assist a minimum of 100 individuals to gain access to medical and dental insurance during the funding year. Those that also choose VCC as their healthcare home will gain access to quality, comprehensive healthcare services including prenatal care and obstetrics, pediatrics, family and internal medicine, women's health and reproductive health care, dental care, behavioral health services, optometry, podiatry, rheumatology, chiropractic care, and preventive services such as hypertension screening, flu and pneumonia inoculations, childhood immunizations, and COVID-19 testing. Currently, 24% of VCC: Lake Elsinore patients are Latinx; 65% are female; and 25% are children under the age of 19.

- B. Indicate the number of unduplicated clients that will be served (*An unduplicated client is counted only once, no matter how many direct services the client receives during a funding year*):

As noted above, VCC expects to enroll a minimum of 100 persons in health insurance per CDBG verification requirements. As noted earlier, the actual number of Lake Elsinore residents that VCC expects to enroll in health insurance through the work of the CEC during the funding period will be 300 to 400, but many of these individuals will not be counted for the purposes of this award, as they will not have the requisite documentation to be verified per CDBG requirements.

- C. Length of proposed CDBG-funded activities or service (weeks, months, year):

The proposed effort will take place over the course of the funding period, with an anticipated funding year period of July 1, 2024 through January 31, 2025. The service that VCC proposes to provide through this application (health application/re-application assistance) will be provided continuously during the funding period.

- D. Service will be provided to (check one or more):

☒ Men

☒ Women

☒ Children (Range of children's ages : _____)

☒ Homeless (Number of beds at facility : _____)

☒ Seniors

☐ Severely Disabled Adults

☒ Migrant Farm Workers

☒ Families

- E. What methods will be used for community involvement to assure that all who might benefit from the project are provided an opportunity to participate?

All CECs at VCC are supported by Outreach Workers (as noted earlier for LE) who spend their time conducting community outreach in low-income neighborhoods. They participate in health fairs, visit low-income housing developments, and conduct presentations at non-profit agencies that also serve low-income individuals. In 2022 the Outreach Worker in Lake Elsinore recorded hundreds of community contacts there. It is through these contacts that VCC leadership and clinicians learn more about residents' barriers to care, emerging healthcare needs, and suggestions on how best to address them. In the context of the pandemic, VCC's outreach efforts using social media have increased to reach those in need, in conjunction with face-to-face contacts as possible.

- F. What evidence is there of a long-term commitment to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

VCC's commitment to the long-term provision of healthcare in LE is evidenced in the following: (1) VCC wrote for and was awarded base funding to operate VCC: Lake Elsinore from the federal agency HRSA, so guaranteeing the long-term sustenance of this clinic facility; (2) VCC invested significant funds to improve the Fraser Drive property to meet state OSHPD requirements and fulfill its comprehensive care mandate; (3) VCC continues to seek grant funding from government and foundation sources to support multiple primary care, mental health, and dental programs for the benefit of Lake Elsinore residents; and (4) VCC just inaugurated its second facility in Lake Elsinore, near its current clinic, which will support the expansion of patients served annually, and expansion of additional services. VCC's commitment to Lake Elsinore and its residents remains absolutely clear, and is amplified by the expansion of VCC's presence there.

VI. National Objective

All CDBG-funded activities must meet at least one of the following National Objectives of the CDBG program. Indicate the category of National Objective to be met by your activity.

CATEGORY A: Benefit to low-moderate income persons (must be documented). Please choose either subcategory 1 or 2:

1. Limited Clientele:

The project serves clientele that will provide documentation of their family size, income, and ethnicity. Identify the procedure you currently have in place to document that at least 51% of the clientele you serve are low-moderate income persons.

Across all VCC sites 94% of patients are low income (household incomes at or below 200% of the federal poverty level. During enrollment, VCC collects applicants' demographic information and reviews income verification documents such as paycheck stubs. It is important to note that many patients come to the clinic for care without all of their paperwork in hand. For example, newly unemployed persons often have not received paperwork from the State EDD office. Only those patients with proper paperwork, and who sign attestations regarding family size, income, and ethnicity, will be counted on the CDBG report. Patients without proper documentation will be seen, but will not be counted.

2. Clientele presumed to be principally low- and moderate-income persons:

The following groups are presumed by HUD to meet this criterion. You will be required to submit a certification from the client (s) that they fall into one of the following presumed categories.

The activity will benefit (check one or more)

- | | |
|---|---|
| <input type="checkbox"/> Abused children | <input type="checkbox"/> Homeless persons |
| <input type="checkbox"/> Battered spouses | <input type="checkbox"/> Illiterate adults |
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Persons living with AIDS |
| <input type="checkbox"/> Severely disabled adults | <input type="checkbox"/> Migrant Farm workers |

a. Describe the clientele above to be served by this activity:

Many clinic patients live in CTs 430.01 and 430.06. Of these residents, 21% are living in poverty compared to 14.2% in 92530, of which these CTs are a part; 45.4% of these residents are impoverished or low-income compared to 38% in 92530 as a whole. And where the median household income in 92530 is \$64,270, it is \$55,781 and \$41,571 respectively in these CTs. Where homeownership in Riverside County is 65.8%, it averages just 59.0% in these CTs. And while 23.2% of adults ages 25+ in the County have a bachelor's degree at minimum, those figures for the two CTs are 22.6% and 8.2% respectively. VCC serves families of modest means who require healthcare assistance.

b. Discuss how this project directly benefits low- and moderate- income residents:

This CEC-driven project provides high-need residents access to health insurance and other resources, making it possible for those involved to develop a long-term relationship with a healthcare provider and to establish a medical home. Residents of 92530 fare worse than Riverside residents generally in the context of dozens of significant health-related indicators per the SHAPE Riverside dashboard, including variables related to diabetes, adult obesity, heart failure and hypertension, low birth weight, adult serious psychological distress, and alcohol consumption. This is not a complete listing. The services provided with this funding help LE residents access care, recover from illness, and improve health.

CATEGORY B: Area Benefit - The project or facility serves, or is available to, ALL persons located within an area where at least 51% of the residents are low/moderate-income. (Applicant is welcome to contact a County of Riverside, HWS CDBG Program Manager for Census Information)

2010 Census Tract and Block Group numbers:

Total population in Census Tract(s) / block group(s): _____

Total percentage of low-moderate population in Census Tract(s) / block group(s): _____

CATEGORY C: Activities undertaken to create or retain permanent jobs, at least 51% of which will be made available to or held by low/moderate-income persons.

Proposed Job Creation/Retention

Total Jobs Expected to Create: _____

Total Jobs Expected to Retain: _____

CATEGORY D: Activities that provide assistance to micro-enterprise owners/developers who are low/moderate-income.

Proposed Assistance to Businesses

New Businesses expected to assist: _____

Existing Businesses expected to assist: _____

Enter Total Businesses expected to assist: _____

VII. FINANCIAL INFORMATION

A. Proposed Project Budget

Complete the following annual program budget to begin July 1, 2024. If your proposed CDBG-funded activity will start on a date other than July 1, 2024, please indicate starting date. Provide total Budget information and distribution of CDBG funds in the proposed budget.

The budgeted items are for the specific activity for which you are requesting CDBG funding - NOT for the budget of the "entire" organization or agency. (Note: CDBG funds requested must match amount requested in Project Activity, C above.)

(EXAMPLE: The Valley Senior Center is requesting funding for a new Senior Nutritional Program. The total cost of the program is \$15,000 and \$10,000 in CDBG funds is being requested for operating expenses associated with the proposed activity. The total Activity/Project Budget will include \$5,000 of other non-CDBG funding and \$10,000 in CDBG funds for a Grand Total of \$15,000).

	TOTAL ACTIVITY/ PROJECT BUDGET <u>(Include non-CDBG Funds and CDBG Funds)</u>	CDBG FUNDS REQUESTED-Only
I. Personnel		
A. Salaries & Wages	\$ \$53,518	\$ 20,738
B. Fringe Benefits	\$ 9,633	\$ 3,733
C. Consultants & Contract Services	\$ 0	\$ 0
PERSONNEL SUB-TOTAL	\$ 63,151	\$ 24,471

II. Non-Personnel

A. Space Costs	\$ 2,230	\$ 0
B. Rental, Lease or Purchase of Equipment	\$ 0	\$ 0
C. Consumable Supplies	\$ 1,000	\$ 0
D. Travel	\$ 0	\$ 0
E. Telephone	\$ 584	\$ 0
F. Utilities	\$ 0	\$ 0
G. Other Costs	\$ 0	\$ 0
NON-PERSONNEL SUB-TOTAL:	\$ 3,814	\$ 0

III. Other

A. Architectural/Engineering Design	\$ 0	\$ 0
B. Acquisition of Real Property	\$ 0	\$ 0
C. Construction/Rehabilitation	\$ 0	\$ 0
D. Indirect Costs	\$ 10,435	\$ 0
E. Other	\$ 0	\$ 0
OTHER SUB-TOTAL:	\$ 11,115	\$ 0
GRAND TOTAL:	\$ 78,080	\$ 24,471

B. Leveraging

List other funding sources and amounts (commitments or applications) which will assist in the implementation of this activity. Current and pending evidence of leveraging commitments/applications must be submitted with application. (Attach)

Federal: \$53,609 through the federal Community Health Center program.

State/Local:

Private:

Fees:

Donations:

Other:

- C. What type of long-term financial commitment is there to the proposal? Describe how you plan to continue the work (project) after the CDBG funds are expended?

VCC has made a clear commitment to LE through the development of its current clinic, the fielding of its mobile unit in this community, and the investment in the 2nd clinic that VCC just opened in the same community as its current clinic in LE. A high rate of uninsurance persists among VCC's target population in LE. VCC has found that many of those served by the mobile dental unit are uninsured. VCC has made a major commitment to LE, and as VCC's capacity grows, the importance of ensuring residents access to CEC services only increases. VCC will maintain these services without fail.

- D. Provide a summary by line item of your organization's previous year's income and expense statement. (Attach)

Please see attached statement.

- E. Does this project benefit residents of more than one community or jurisdiction, have requests been submitted to those other jurisdictions? Yes ☐ No ☒

If yes, identify sources and indicate outcome.

Not applicable.

If no, please explain.

This project focuses solely on Lake Elsinore and immediate adjacent areas. No other requests have been submitted.

- F. Was this project or activity previously funded with CDBG? Yes ☒ No ☐

If yes, when?

The last seven years (2017-18 through 2023-24)

Is this activity a continuation of a previously funded (CDBG) project? Yes ☒ No ☐

If yes, explain:

VCC has appreciated the partnership of the City of Lake Elsinore, through its CDBG program, for a number of years in ensuring the uninterrupted provision of these eligibility determination and enrollment services, which are essential to maintaining the safety net in Lake Elsinore.

VIII. MANAGEMENT CAPACITY

- A. Describe your organization's experience in managing and operating project or activities funded with CDBG or other Federal funds.

VCC is a long-time government grantee. In the last five years alone VCC has received over \$200,000 in CDBG funding. VCC receives federal funding from a variety of other agencies, including the Health Resources and Services Administration, the Substance Abuse and Mental Health Services Administration, and the Environmental Protection Agency. VCC has expertise in managing and operating projects and programs under the aegis of federal agencies.

B. Management Systems

Does your organization have written and adopted management systems (i.e., policies and procedures) including personnel, procurement, property management, record keeping, financial management, etc.?

VCC's Financial Policies & Procedures Manual provides guidelines on a comprehensive range of financial topics. The Finance Department ensures that funds from all revenue sources, including grants and cooperative agreements, are invoiced, documented, allocated, and reported. All newly hired staff participates in 12+ hours' training re: HIPAA compliance; workplace safety; customer service; policies & procedures; harassment and ethics, and emergency codes and responses. Staff also receives regular cultural competency training. Policies are organized into 19 categories. Key policies are routed to all staff via email annually.

C. Capacity

Please provide the names and qualifications of the person(s) that will be primarily responsible for the implementation and completion of the proposed project.

Rajni Lopez, Program Manager, oversees VCC's existing CDBG grant in Lake Elsinore. She formerly co-managed VCC's HIV Program, along with managing a number of clinical programs, and continues to serve as VCC's Clinical Grants Manager. Her experience provides for continuity and a depth of knowledge about VCC and the target population of low-income residents in Lake Elsinore. She will ensure all contract requirements are met; will meet with the funder; manage contract files; oversee the CEC; and complete all reporting. Lisa Barrera, Enrollment Manager, trains, supports, and directly supervises the CEC, collects and reviews applications completed by the CEC, and completes the funder's Direct Benefit Report. Teresa Garcia is the experienced LE Certified Enrollment Counselor.

IX. APPLICATION CERTIFICATION

Undersigned hereby certifies that (check box after reading each statement and digitally sign the document):

1. The information contained in the project application is complete and accurate. ✓
2. The applicant agrees to comply with all Federal and County policies and requirements imposed upon the project or activity funded by the CDBG program. ✓
3. The applicant acknowledges that the Federal assistance made available through the CDBG program funding will not be used to substantially reduce prior levels of local, (NON-CDBG) financial support for community development activities. ✓
4. The applicant fully understands that any facility built or equipment purchased with CDBG funds shall be maintained and/or operated for the approved use throughout its economic life, pursuant to CDBG regulation. ✓
5. If CDBG funds are approved, the applicant acknowledges that sufficient non-CDBG funds are available or will be available to complete the project as described within a reasonable timeframe. ✓
6. On behalf of the applying organization, I have obtained authorization to submit this application for CDBG funding. (DOCUMENTATION ATTACHED Minute Action and/or written Board Approval signed by the Board President) ✓

DATE: 9/30/2023

Signature: 

Print Name/Title **Fernando Sanudo**
Authorized Representative: _____

CHECK-LIST:

The following required documents listed below have been attached. Any missing documentation to the application will be cause for the application to be reviewed as INELIGIBLE.

Yes	No	ATTACHMENT
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Members/Board of Directors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Articles of Incorporation and Bylaws
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Project Activity Map
<input type="checkbox"/>	<input type="checkbox"/>	4. Project Benefit, Category B, Low Mod Area Maps (Attach if applicable)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Leveraging (Current evidence of commitment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Income and Expense Statement
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Management Capacity (Detailed organizational chart)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Board Written Authorization approving submission of application